

# Preparing for Mediation:

## *What you need to know*



### What to expect

The mediation session consists of several steps:

1. **Introduction-** the mediator first explains the process of mediation, the role of the mediator, and answers questions. Mediation is not an investigation and your mediator will not ask for proof. The mediator will also ask you to sign an “Agreement to Mediate” form.
2. **Sharing Points of View/Defining Issues-** each person is given the opportunity to explain his or her concerns.
3. **Caucus-** at some point the mediator may meet with each person privately to discuss issues that might not have been brought out in the joint session.
4. **Discussion of Options for Resolution-** the mediator will help you define problem areas and ways to resolve them.
5. **Agreement-** The goal of mediation is to build and develop a Memorandum of Agreement. Mediators are neutral and will not be making decisions regarding your agreement. However, if you do reach an agreement, your mediator will type it for you to sign during the session. You will be given a copy of the agreement and everyone is expected to live up to its terms.

**What is my role in mediation?**



### Your responsibilities are:

- Decide what your areas of disagreement are
- Listen respectfully to the other side's point of view
- Work with the other person on determining the best solutions.

Mediation is future focused; so don't get bogged down in the past. It is more likely that you will agree to something if you do not go out of your way to “prove something” to the other party. *Come with an open mind and willingness to work towards a solution!*

## Who should attend?

All people necessary to reach an agreement should attend the mediation session. If the issue will affect others in your department or if a supervisor is necessary to approve your decision, then they must attend or be available by phone.

### Who should not attend?

Please do not bring friends, relatives, or witnesses  
Outside people will not be allowed in the mediation.



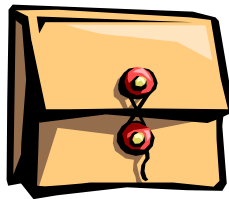
## Do I need an attorney?

No. Attorneys usually do not attend the mediation session unless there are complicated issues. It is necessary for you to let us know in advance if your attorney will attend. Both people will have to approve attendance of attorneys.



## What should I bring?

- Your completed *Request Form*, if you have not already mailed it.
- Any information necessary or helpful for solving my problem. The mediator may or may not ask for your information.



## How will this affect the grievance process?

Mediation *does not* affect the grievance or appeal process time frames. For more information about the grievance or appeal process please contact [your agency's personnel administrator](#), or contact the Kentucky Personnel Board at (502) 564-7830.

Information obtained during the mediation session cannot be used in any future hearings.